

**ROYAL PALM RANCH HOMEOWNERS ASSOCIATION**  
**BOARD OF DIRECTORS MEETING – OPEN SESSION MINUTES**  
**JANUARY 8, 2018**

**MEMBERS PRESENT**

Tambra Williams – President  
Donna Oates – Vice President  
Paul Quiray – Treasurer

**MEMBERS ABSENT**

Antoinette Burnett – Member at Large

**ALSO PRESENT**

Dan Saldana  
Homeowners

Haven Management LLC  
Per sign in sheet

**I. CALL TO ORDER**

1. Tambra Williams, Board President, called the open session meeting of the Royal Palm Ranch Homeowners Association to order at 6:00p.m.

**II. HOMEOWNER FORUM**

1. The floor was open to homeowners at this time.

**III. APPROVAL OF MINUTES**

1. A motion was made by Tambra Williams and seconded by Paul Quiray to approve the minutes of November 6, 2017 as submitted. The motion passed 3-0-0.

**IV. LIEN ACCOUNTS**

1. A motion was made by Tambra Williams and seconded by Paul Quiray to approve filing a lien against the following account per the Association's published delinquent policy: Lot 8 / Tract 12510. The motion passed 3-0-0.

**V. FINANCIAL**

1. A motion was made by Tambra Williams and seconded by Paul Quiray to approve the October 31, 2017 and November 30, 2017 financials as submitted. The motion passed 3-0-0.
2. **General Financial Review** – Dan Saldana of Haven Management LLC reviewed the current reserve status with the board. No action was taken.

**VI. OLD BUSINESS**

1. There is no old business to review at this time.

**VII. NEW BUSINESS**

1. **Work Order Track Report** – The board reviewed and no action was required.
2. **A-1 Electric Proposals**
  - A. **Additional Lighting on North Side of Pool Building** – A motion was made by Tambra Williams and seconded by Paul Quiray to deny the proposal to install additional lighting on the north side of the pool building for the amount of \$455.00. The motion passed 3-0-0.
  - B. **New Light Installation South of Playground Near Drainage** – A motion was made by Tambra Williams and seconded by Paul Quiray to deny the proposal with two options to install one (1) new light pole at the south end of the playground for the amount of \$1,575.00 - \$2,200.00. The motion passed 3-0-0.

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**3. Urgent and Unforeseen Motions Made on Non-Agenda Items**

- A. Exit Gate Signage** – A motion was made by Donna Oates and seconded by Tandra Williams to have A 2 Z Sign Co. Inc make and install two (2) signs to install on both exit gates that read: Caution! Gate Opens & Closes Automatically, No Tailgating, HOA Not Responsible for Misuse, Injury, Damage or Loss. and the second sign to read Caution! Gate Opens & Closes Automatically, No Tailgating, HOA Not Responsible for Misuse, Injury, Damage or Loss. This Gate Opens Towards You. Both signs to be reflective white with red writing and approximately 2' by 3'. The motion passed 3-0-0.
- B. 12916 Royal Palm Circle Estimate for Damage by Riverside Exit gate** – A motion was made by Tandra Williams and seconded by Paul Quiray to approve the repair costs of \$1,449.99 to the 2015 Toyota Sienna damaged by the Riverside Drive Exit Gate. The motion passed 3-0-0.
- C. Board Member** – A motion was made by Donna Oates and seconded by Tandra Williams for management to send a letter to Antoinette Burnett asking if she is still able to serve on the board. The motion passed 3-0-0.

**VIII. CORRESPONDENCE**

- 1. 4804 South Fork Road Regarding Pest Control** – A motion was made by Tandra Williams and seconded by Paul Quiray to request service date and price from Elite Pest Management Inc. to service individual units for general notice to the membership. The motion passed 3-0-0.

**IX. EXECUTIVE SESSIONS:** Matters discussed in Executive Session: owner compliance issues, Epsten Grinnell & Howell copy of letter to owner, delinquent accounts and Sierra West Landscape & Maintenance Co. contract addendum.

**X. ADJOURNMENT**

A motion was made by Tandra Williams and seconded by Paul Quiray to adjourn the meeting at 6:45p.m. The motion passed 3-0-0.

ATTESTED TO: \_\_\_\_\_

DATE: \_\_\_\_\_

Respectfully submitted by Haven Management LLC.